

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION

WP 1600.30

2/5/96

SUBJ: FAA FACILITY INCIDENT REPORTING REQUIREMENTS

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1. PURPOSE: This Order provides guidance relative to the reporting of incidents at FAA facilities throughout the Western-Pacific Region.
2. DISTRIBUTION: This order is distributed to the branch level in the Regional Office with standard distribution to all field offices and facilities within the Western-Pacific Region.
3. BACKGROUND: In accordance with the requirements of FAA Order 1600.6C, Physical Security Management Program, the FAA incident reporting process provides for the collection of essential data that describes the type of incidents associated with FAA facilities and is a key element in the development of the FAA risk management program. The objective of the process is to provide a timely and accurate flow of data concerning the nature and frequency of adverse events which occur at FAA facilities.
4. FORMS: WP Form 1600-66, Facility Incident Report, shall be completed in order to report incidents at FAA facilities. Forms are available through the Logistics Division, NAS Support Service Team, AWP-54A.
5. SCOPE: The provisions of this Order apply to all FAA facilities within the Western-Pacific Region.
6. RESPONSIBILITIES:
  - a. All Regional Division Managers shall be responsible for ensuring that all required information relative to incidents at FAA facilities under their supervisory span of control are reported to the Internal Security Section, AWP-712, the Servicing Security Element (SSE) for the Western-Pacific Region and local police authorities in a timely and thorough manner, as specified in this order.
  - b. All field supervisors are responsible for ensuring that personnel under their supervision are familiar with the reporting requirements imposed by this order, as well as establishing, monitoring and enforcing local procedures that will ensure that pertinent incidents are reported to the SSE and local police authorities as specified in this order.
7. EXAMPLES OF REPORTABLE INCIDENTS:
  - a. Natural Incidents:

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Distribution: A-X-3; A-FOF-0(STD)

Initiated By: AWP-712

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|-----------------|-----------------------|
| (1) Earthquakes | (4) Hurricane         |
| (2) Fire        | (5) Tornado           |
| (3) Flood       | (6) Volcanic activity |

b. Human Incidents:

- |                        |   |
|------------------------|---|
| (1) Arson              | (13) Terrorism                          |
| (2) Assault            | (14) Murder                             |
| (3) Bomb Threats       | (15) Rape                               |
| (4) Burglary           | (16) Robbery                            |
| (5) Carjacking         | (17) Sabotage                           |
| (6) Civil Disturbance  | (18) Stalking                           |
| (7) Computer Crimes    | (19) Theft                              |
| (8) Drive-by Shootings | (20) Weapons Related                    |
| (9) Drug Usage         | (21) Violence in the Workplace          |
| (10) Kidnapping        | (22) Loss of U.S. Government Property   |
| (11) Larceny           | (23) Misuse of U.S. Government Property |
| (12) Vandalism         |   |

8. REPORTING REQUIREMENTS:

a. Facility managers and supervisors shall ensure that all reportable incidents occurring at their facilities are immediately reported to local police authorities and to the Regional SSE. If the facility is located in a General Services Administration (GSA) owned or operated building, notification must also be made to the local GSA Federal Protective Service (FPS) office. The initial report of an incident to the Regional SSE may be accomplished by telephone, fax, memorandum, cc:Mail or the Regional Duty Officer. Depending upon the type of incident, if immediate notification to the SSE is not possible, due to extenuating circumstances, the initial report must be submitted as soon as practicable.

b. The initial report of an incident must be followed up with a comprehensive written report using WP Form 1600-66, Facility Incident Report, to the SSE within five (5) working days after the occurrence of the incident. In addition to providing all of the specific details relative to the incident (Who, What, When, Where and Why), the report of the incident must also include all of the following information, where applicable:

(1) Indicate what law enforcement authorities have been contacted.

(2) Attach a copy of the police report, as well as reports from any other law enforcement agency contacted (city, county, state or federal).

(3) Provide specific description of equipment and/or tools that have been stolen, damaged or destroyed.

(4) Provide all identifying information such as Bar Code Numbers and National Stock Numbers (NSN).

(5) Indicate dollar value of the equipment, tools or materials that have been stolen, damaged or destroyed.

(6) Indicate replacement costs, including labor, to the extent possible.

(7) If the incident involves damage to NAS Critical equipment or operation, explain the function of the equipment or the operation that has been damaged or destroyed. Provide estimate as to how long it will be before the equipment can be repaired and what has been done to mitigate the loss of the equipment or operation.

c. Incident reports containing Privacy Act information shall be transmitted in accordance with FAA Order 1280.1, Protecting Privacy of Information About Individuals.

*William C. Withycombe*

William C. Withycombe  
Regional Administrator

# APPENDIX 1. USE AND COMPLETION OF WP FORM 1600-66 FACILITY INCIDENT REPORT

This appendix contains a completed example of the form to be completed if an incident occurs at a Federal Aviation Administration facility. Paragraph 8 contains information on the completion of this form.

FACILITY INCIDENT REPORT	
Reporting Facility: Anytown ATCT	Type of Incident: Theft of FAA Property
	Date and Time of Incident: 12/31/95; 1500 hrs.
Location: 1000 Airplane Lane Anytown, USA 12345	Name, Title and Telephone Number of Person Most Familiar with the Incident: Johnny B. Goode, Air Traffic Manager (310) 123-7890
<p>Description of Incident: (Include dollar value, bar code number, NSN, and replacement cost)</p> <p>Upon reporting to work on 12/30/95, it was discovered that sometime during the night, an unknown suspect entered the facility through an open window and removed the following:</p> <p>Computer; 486SX; \$895.00; Bar Code F79123; NSN# 7025-00-WPO-1234; Replacement Cost: \$1,000.00</p> <p>Camera; Canon; \$500.00; Bar Code F39000; NSN# 6025-00-WPO-3456; Replacement Cost: \$900.00</p> <p align="center">(Continue on Reverse)</p>	
FBI Notification [X]Y [ ]N	Person Notified: Elliot Ness Telephone# Called: (310) 543-1234
Local Police Notification:	Person Contacted: Dudley Do Right Date Notified: 12/31/95 Police Report#: 95-38256
Other Agencies Notified:	Name of Agency: GSA FPS Person Contacted: Captain Mann Telephone# Called: (214) 997-2345

WP FORM 1600-66 (12-95)